

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 25, 2002

Dear Group Home/Foster Family Agency:

**SUBJECT: FOSTER CARE GROUP HOME AND FOSTER FAMILY AGENCY (FFA)
TRAINING NEEDS SURVEY**

The California Department of Social Services, Foster Care Audits and Rates Branch (FCARB) has prepared a survey to help us assess the training needs of the current group home and FFA provider community.

For several years, staff from the FCARB have been providing on-site training and technical assistance to group home and FFA providers. Rate Consultants have provided technical assistance to providers at their place of business, at Community Care Licensing (CCL) orientations, and by phone. During fiscal year 1999/00, FCARB staff conducted statewide training sessions for group home providers on how to prepare for and pass a provisional rate and/or program rate audit. In 1999, FCARB staff also provided training concerning new procedures for submitting the annual financial audit reports.

Subsequently, we provided additional program and financial audit workshops at both the Northern and Southern Counties Placement Committee Conferences. Staff have also provided specialized training requested by several provider association groups. The feedback received from providers and counties has indicated that the training and technical assistance is valuable to the provider community.

Due to the state's current and ongoing budget restrictions, it is unlikely that we will be able to continue to provide as much on-site technical assistance and training as in the past. However, because the FCARB continues to receive positive feedback and additional requests from providers to develop and present training, we would like to assess your needs so that we can develop alternative means of providing training and technical assistance to you. With that in mind, the FCARB has developed the enclosed Training Needs Survey, which we request you to complete so as to enable us to best assist you.

The enclosed survey has four parts. Part 1 will provide us with useful information and will help us learn about you and the previous training in which you may have participated. Although it would be helpful to know who is responding, you may remain anonymous if you wish. Part 2 will provide us with feedback using a 1 – 5 rating scale on what you found useful from previous training sessions. Part 3 will give us an idea of your ideal training/learning preferences and those areas which may be particularly difficult for you. Part 4 gives you an opportunity to let us know in your own words exactly how we can be of assistance to you in the future.

TRAINING NEEDS ASSESSMENT

Page Two

We strongly urge you to take the time to complete this survey. Please ensure that it is completed by a member of your organization who possesses the best overall knowledge of your administrative training needs. We ask that the survey be completed and returned by January 1, 2003 to:

Ms. Judi Queirolo, Manager
Audits Policy and Support Unit
Foster Care Audits and Rates Branch
744 P Street, M.S. 19-24
Sacramento, CA 95814

You may also submit the survey by email to Ms. Queirolo at jqueirol@dss.ca.gov.

It is our goal that all group home and FFA providers are fully knowledgeable of the CDSS' administrative and record-keeping requirements. Please assist us in this endeavor by completing this survey. It will ultimately benefit you by enhancing our ability to provide you with continued quality training and technical assistance, and to prepare you for a successful financial or program audit.

If you have any questions or concerns regarding this letter or the survey, please contact Ms. Queirolo at (916) 274-0445.

Sincerely,

Original signed by Sheilah Dupuy for Judy Colbert

JUDY COLBERT, Chief
Foster Care Audits and Rates Branch

Enclosure

- c: Foster Care Alliance
African American Foster Parent and Group Home Association
Community Residential Care Association of Los Angeles County
Association of Minority Adolescents in Residential Care Homes of Los Angeles County
California Alliance of Child & Family Services
Association of Minority Adolescents in Residential Care Homes (AMARCH)

Training Needs Survey

Part 1 – (Enter information/check applicable items)

Provider Name: (Optional) _____

Program No: (Optional) _____

RCL (for group homes): _____ Licensed Capacity (for group homes): _____

Location-Is your program in Northern _____ or Southern _____ California?

Name/Title of Person Completing Survey: (Optional) _____

Your Responsibilities within the Organization:

_____ Administration Only

_____ Administration and Child Care and Supervision

_____ Administration and Social Work

_____ Trainer/Recruiter

_____ Bookkeeper

_____ Other (Please Identify): _____

1. How long has this program been in existence?

2. How long have you been involved with the current program?

3. If you worked with a previous program(s), how long were you involved with the program(s) and what were your responsibilities?

4. Have you ever received on-site technical assistance from the Foster Care Rates Bureau (FCRB)?

_____ Yes

_____ No

If yes, was the technical assistance received helpful? _____ If no, why not? _____

5. Have you ever received technical assistance from the FCRB at a Community Care Licensing orientation?

_____ Yes
_____ No

If yes, was the technical assistance received helpful? _____ If no, why not? _____

6. Have you ever attended formal training provided by the Foster Care Audits and Rates Branch?

_____ Yes (Dates): _____
_____ No

7. Did you attend one of the previous "50 Ways to Pass Your Audit" statewide training sessions provided between November 16, 1999 and March 2, 2000?

_____ Yes
_____ No

8. Did you attend one of the Financial Audit Training sessions in 1999?

_____ Yes
_____ No

9. Do you usually attend the Southern or Northern Counties Placement Committee Conference Workshops?

_____ Yes (Dates): _____
_____ No

10. Have you ever been audited by the Foster Care Audits Branch?

_____ No
_____ Yes Date: _____ Results: _____ Pass _____ Fail

If yes, what type of audit was conducted:

_____ Non-Provisional Program Rate Audit

_____ Provisional Rate Audit

Part 2 – (Please answer questions using a 1 – 5 rating scale)

1 = Strongly Agree 5 = Strongly Disagree

_____ Previous training/technical assistance was useful.

_____ I was able to apply the information received to the actual job.

_____ Training manuals such as “50 Ways to Pass Your Audit” or “Financial Audit Guide” were/would be useful.

_____ Regular (monthly or quarterly) on-line training update letters on specific subjects would be useful.

Part 3 – (Check the applicable items)

1. What is the optimal amount of time for training?

_____ 1 – 2 hours?

_____ 3 – 4 hours?

_____ 5 or more hours?

2. What is the optimal size of the training group?

_____ 1 – 20 trainees

_____ 21 – 40 trainees

_____ 41 or more trainees

3. What methods for training/learning do you prefer? (Check as many as apply)

_____ Lecture

_____ Handouts

_____ Hands-on practice

_____ Overheads/PowerPoint

_____ Self-learning at own pace

_____ Foster Care Audits Letters

_____ Internet

_____ Small workshops

_____ Other (Explain) _____

4. Do you have access to the Internet for receipt of training or program updates?

_____ Yes (email address): _____
_____ No

5. Would you be able to travel to Sacramento for training?

_____ Yes
_____ No

If no, how far are you willing to travel to attend training sessions?

_____ 0 – 20 miles
_____ 21 – 60 miles
_____ 61 – 100 miles
_____ 101 or more miles

6. How valuable would it be to have joint training with Foster Care Audits, Foster Care Rates, and/or Community Care Licensing?

_____ Very Valuable
_____ Moderately Valuable
_____ Not Valuable

7. What are the major areas of concern or misunderstanding for which you would like to have training/technical assistance?

_____ Fingerprint requirements	
_____ Personnel records for experience and education weightings	
_____ 54-hour limitation	
_____ Overtime	_____ Allocations
_____ Time records	_____ Training weightings
_____ Social work qualifications	_____ Mental Health
_____ Financial record-keeping	
_____ Other (Explain) _____	

Part 4

Please tell us in your own words what you would like to see the Foster Care Audits and Rates Branch do in the future regarding training and technical assistance.
